



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SECURITY OFFICER SUPERVISOR	29	D	11.260
SECURITY OFFICER	27	D	11.263

SERIES CONCEPT

- Security Officers provide security for State buildings and grounds; protect buildings from damage and trespassers; maintain law and order; apprehend any law violators; and perform related work as required.
- Maintain security of assigned building or facilities and surrounding property by conducting visual surveillance through camera monitors or direct observation. Inspect individuals entering and leaving the building; monitor displays and state property.
- Conduct foot patrols of buildings and grounds checking windows, locks, doors and security systems for damage or possible breach of security. Follow established procedures and guidelines when security or safety violations exist.
- Enforce laws or rules by verbally warning, physically removing or detaining violators and interacts with other state and local law enforcement agencies to maintain the safety and security of the building, staff and general public.
- Prepare logs, complete forms and reports regarding activity on assigned shift in accordance with departmental policy and procedure.
- Assist the public by giving direction, answering questions, explaining rules, referring to appropriate staff or providing necessary forms.
- Maintain proper use, control and accountability of keys, tools, equipment or monies by following established safety and security procedures.
- Provide emergency responses or assistance regarding safety and security matters. Administer first aid, conduct investigations and complete required reports.

CLASS CONCEPTS

SECURITY OFFICER SUPERVISOR

Under general supervision, the Security Officer Supervisor is responsible for supervising, training, scheduling, evaluating and coordinating Security Officers assigned to the Department of Military. In addition, the Security Officer Supervisor performs the range of duties described in the series concept.

This is the full supervisory level in the series.

SECURITY OFFICER

Security Officers perform the range of duties described in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SECURITY OFFICER SUPERVISOR

EDUCATION AND EXPERIENCE:

I

Graduation from high school or equivalent education and one year of experience as a Security Officer in Nevada State service; OR

II

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of supervisory principles and practices. Working knowledge of applicable federal and state laws, rules and regulations in order to keep facilities and grounds secure.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to write routine business correspondence such as incident reports, performance evaluations and work schedules.

In addition, all other knowledge, skills and abilities required at the lower level of this series.

SECURITY OFFICER

EDUCATION AND EXPERIENCE:

I

Graduation from high school or equivalent education and two years of experience in public contact work which included interpretation of rules, regulations or established policies.

Condition of Employment:

Pursuant to NRS 284.4066, some positions in this class have been identified as affecting public safety. Persons offered employment in this class, in these positions, must first submit to a pre-employment screening test for controlled substances.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Ability to implement the principles and practices of supervising public groups. Ability to operate building alarm system to properly utilize camera monitors and to activate system when securing buildings.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of the proper use and maintenance of fire extinguishers. Knowledge of basic first aid techniques.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to implement directives, interpret and enforce rules and regulations with exactness, tact, impartiality and patience. Ability to analyze situations accurately and recommend or take effective courses of action including thinking and acting quickly in emergencies. Ability to speak with people of various cultural, social, economic, and educational backgrounds. Ability to mediate between contending parties or groups. Ability to establish cooperative working relationships with co-workers. Ability to interact diplomatically with the public.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>11.260</u> 7/6/92UC	<u>11.263</u> 8/1/68
REVISED:		12/1/68
REVISED:		8/31/73
REVISED:		3/20/79-3
REVISED:		5/8/79-3
REVISED:		10/20/81-3
REVISED:		5/7/82-3
REVISED:		8/6/87-3
REVISED:		7/1/91P
		10/19/90PC
REVISED:		7/1/91P
		5/24/91-3
REVISED:		11/15/91PC